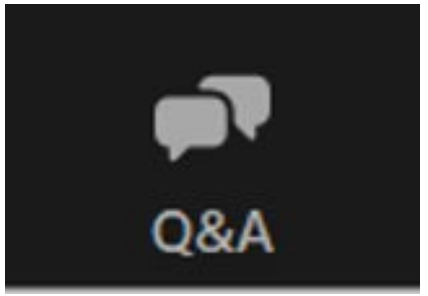
State Data Management System (SDMS)

SAT ® School Day

Ohio Department of Education & Workforce

2/1/2024

Housekeeping



- Please use the Q&A feature on Zoom for any questions. There will be a Q&A after the presentation.
- If your question addresses a unique circumstance or needs further information to address, we will follow-up via email.
- Our session is being recorded. The recording and a copy of the presentation will be shared via email and a link posted on www.collegeboard.org/ohio

Student Registration – Spring 2024

- Spring SAT is NOT ordered via SSOR. Students are registered, and their data subsequently managed, through College Board's State Data Management System (SDMS).
- College Board sent an email January 30th granting district assessment coordinators (DACs), school test coordinators, SSD coordinators, and technology coordinators access to SDMS.
- Instructions and templates for registering students will be provided with that access.

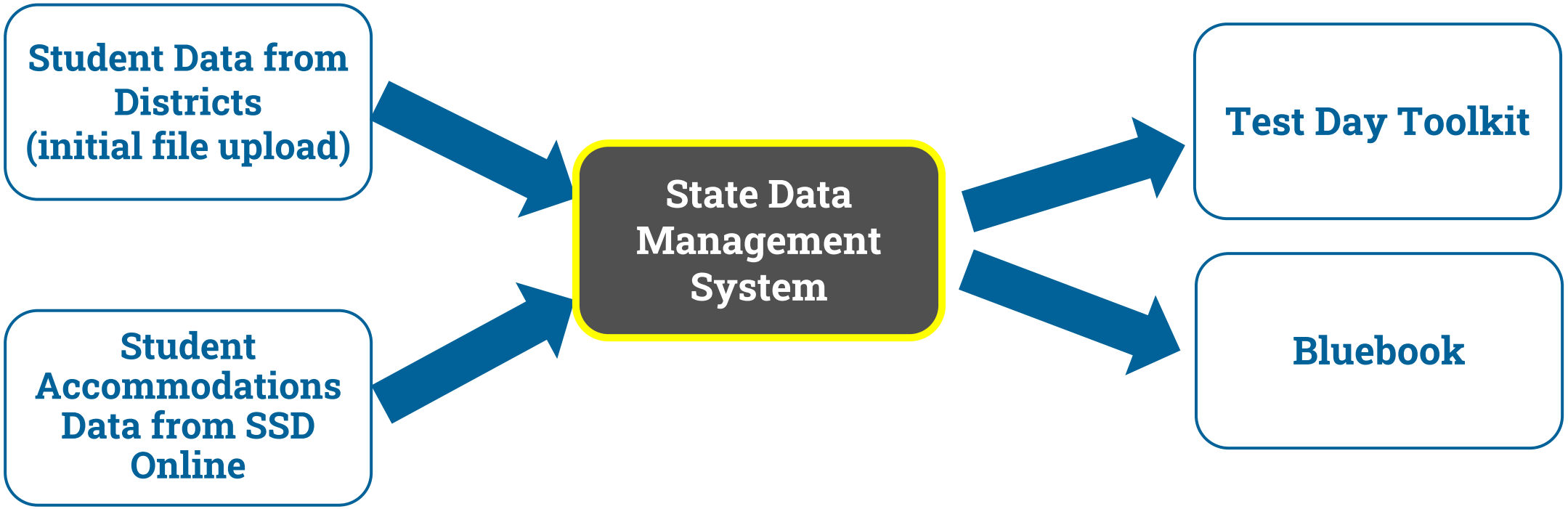
SDMS Function Review

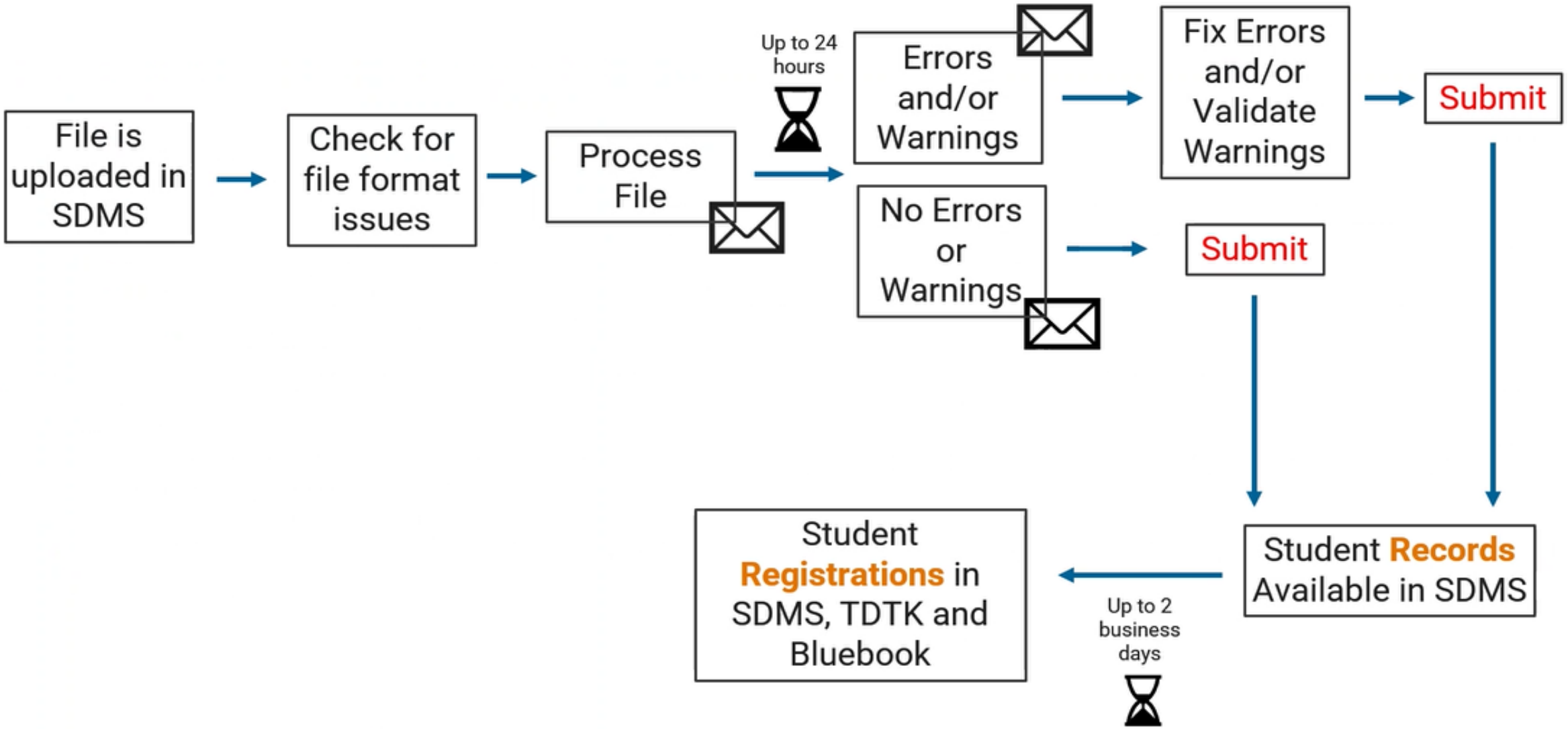
- **Data from SDMS integrates with accommodations data from SSD Online**
  - Approved accommodations will appear in the student's record in SDMS
  - Approved accommodations may be waived in SDMS if a student chooses and their guardian consents

- **Student rosters from SDMS automatically populate Test Day Toolkit**

- **Student data in SDMS determines the generation of a student's test in Bluebook**

State Data Management System (SDMS) Function




File is uploaded in SDMS
Check for file format issues
Process File
Up to 24 hours
Errors and/or Warnings
No Errors or Warnings
Fix Errors and/or Validate Warnings
Submit
Submit
Student Records Available in SDMS
Up to 2 business days
Student Registrations in SDMS, TDTK and Bluebook

CollegeBoard

Access to SDMS

Ohio Department of Education & Workforce

Using the State Data Management System (SDMS)

Districts and schools will be granted access to SDMS on January 30th

There will be no student data in the system at that time.

Student data will be visible after the initial upload by the district.

SDMS has different permissions for different levels of users.

District-level users will be able to:

- Add students
- Delete Students
- View, manage and download student roster

School-level users will be able to:

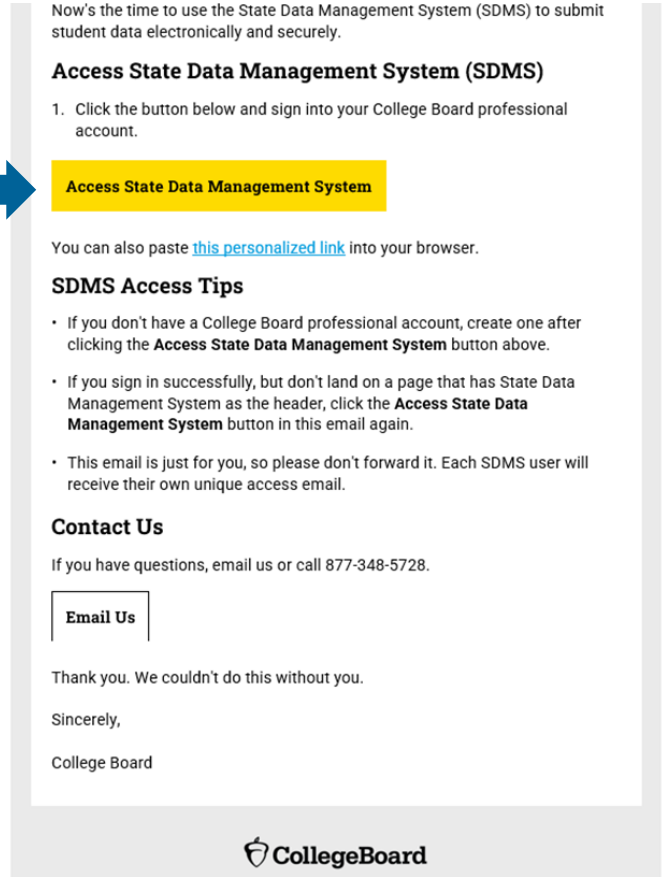
- View student registrations and associated accommodations, if applicable
- Waive student accommodations (stays in SSD Online, but just not used for this administration)
- Match a student's registration to their record in SSD Online, if needed

School-level users (School Test Coordinator, School Data Coordinator) have access to add and delete students but should only do so at direction of DAC.

Changes to a student's accommodations record must be done through SSD Online
Must be done no later than 4 days prior to when the student will be testing

Step-by-Step through SDMS

1. Invitation Email & Initial User Login



Now's the time to use the State Data Management System (SDMS) to submit student data electronically and securely.

Access State Data Management System (SDMS)

1. Click the button below and sign into your College Board professional account.

Access State Data Management System

You can also paste this personalized link into your browser.

SDMS Access Tips

- If you don't have a College Board professional account, create one after clicking the **Access State Data Management System** button above.
- If you sign in successfully, but don't land on a page that has State Data Management System as the header, click the **Access State Data Management System** button in this email again.
- This email is just for you, so please don't forward it. Each SDMS user will receive their own unique access email.

Contact Us

If you have questions, email us or call 877-348-5728.

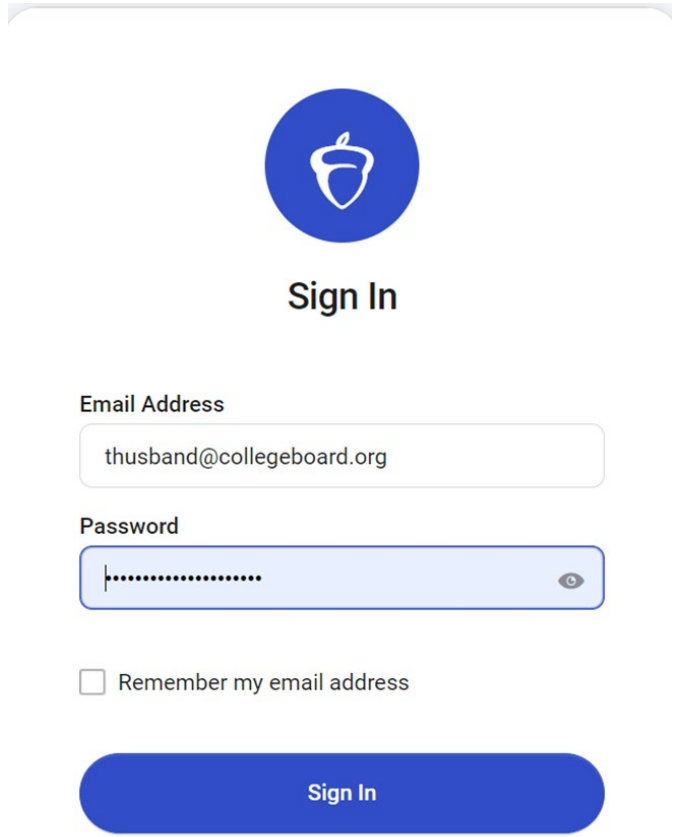
Email Us

Thank you. We couldn't do this without you.

Sincerely,

College Board

CollegeBoard



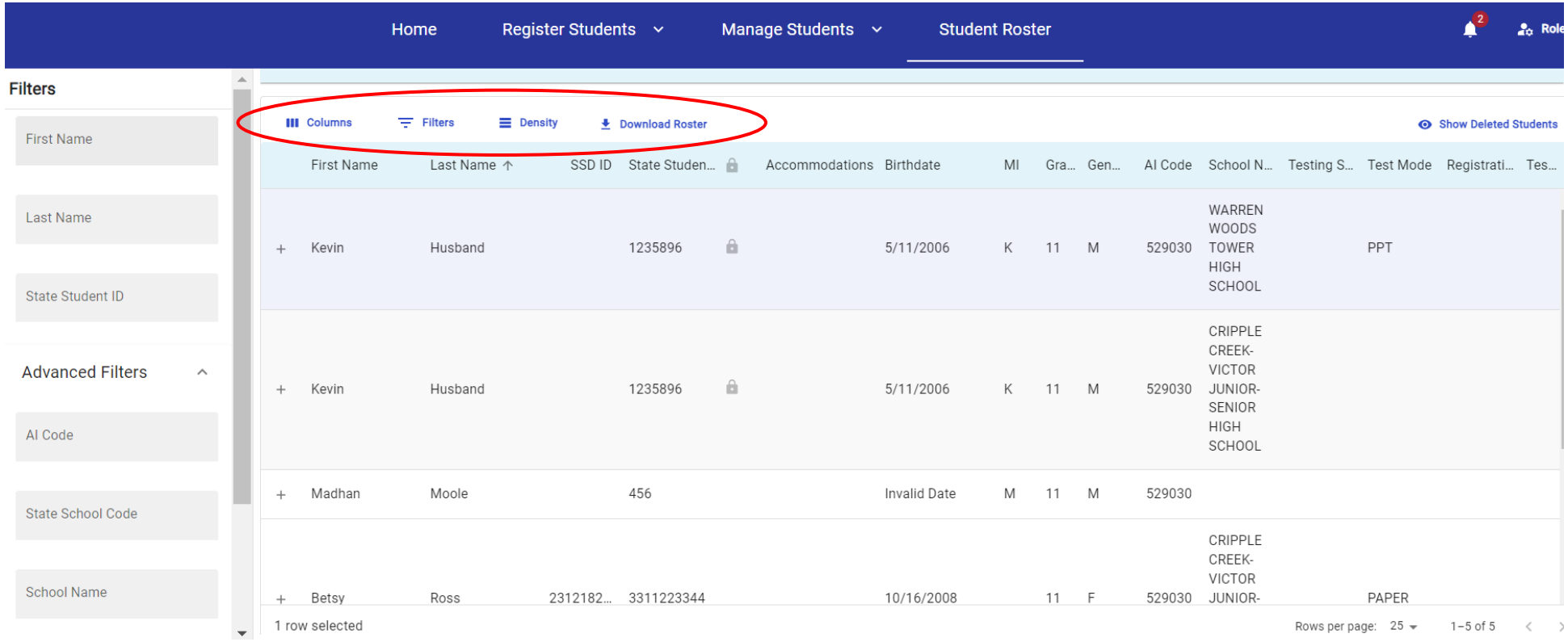
CollegeBoard

School level Access

Ohio Department of Education & Workforce

View Student Roster –Student Details

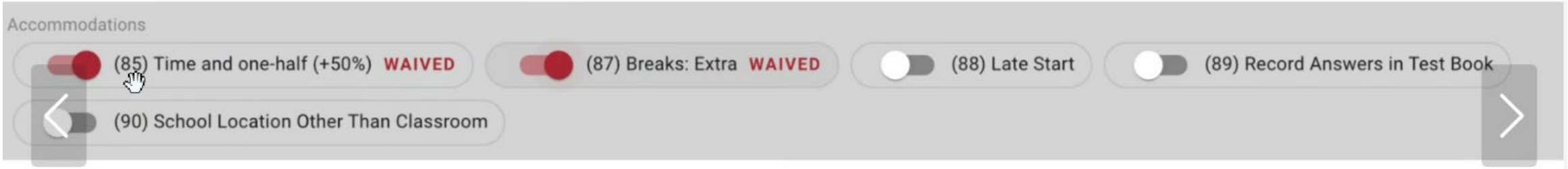
The student roster view – in addition to providing the option to download that roster – provides the most options to adjust what columns you see, apply filters, and manage the density of information on the screen.



Manage Students: Waiving Accommodations

If a student is approved for accommodations in SSD Online but would like to waive them for their Spring 2024 test administration, SSD Coordinators are able to do this in SDMS.

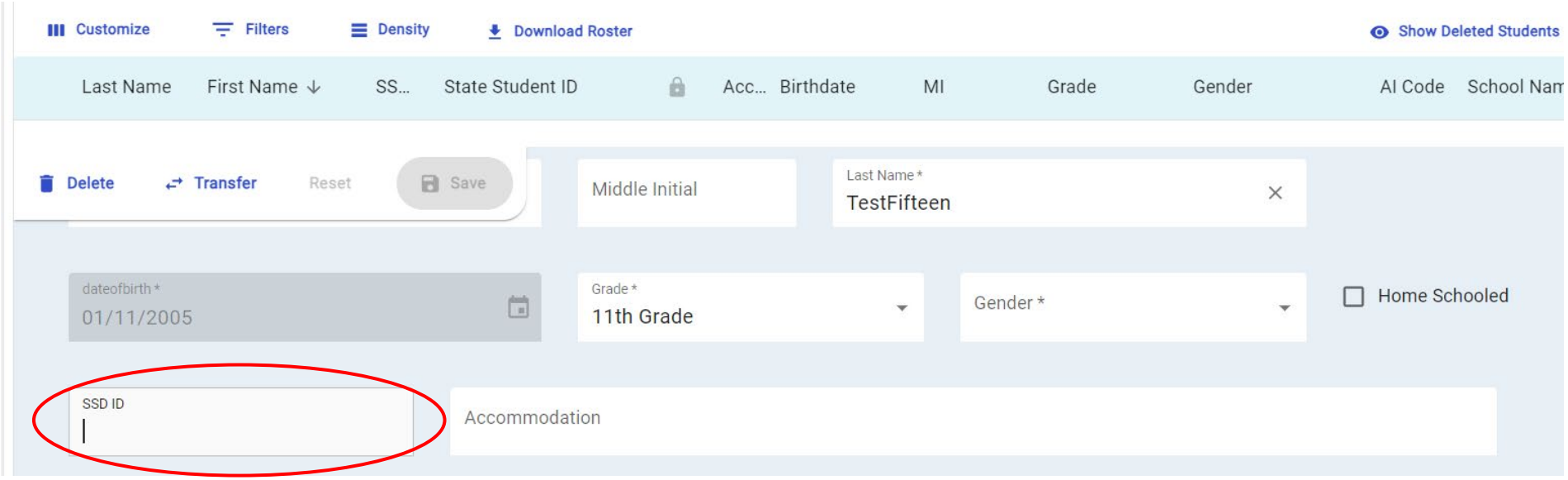
- Navigate to the student's profile in SDMS.
- Use the toggle switch next to each of the student's accommodations listed under their "student details" to waive any that the student does not want to use.
- We recommend that the school obtain the request to waive accommodations in writing from the student's parent/guardian or the student (if 18 or older).
- Accommodations must be waived no later than 4 days prior to the student's test to make sure the student's test package is configured properly.



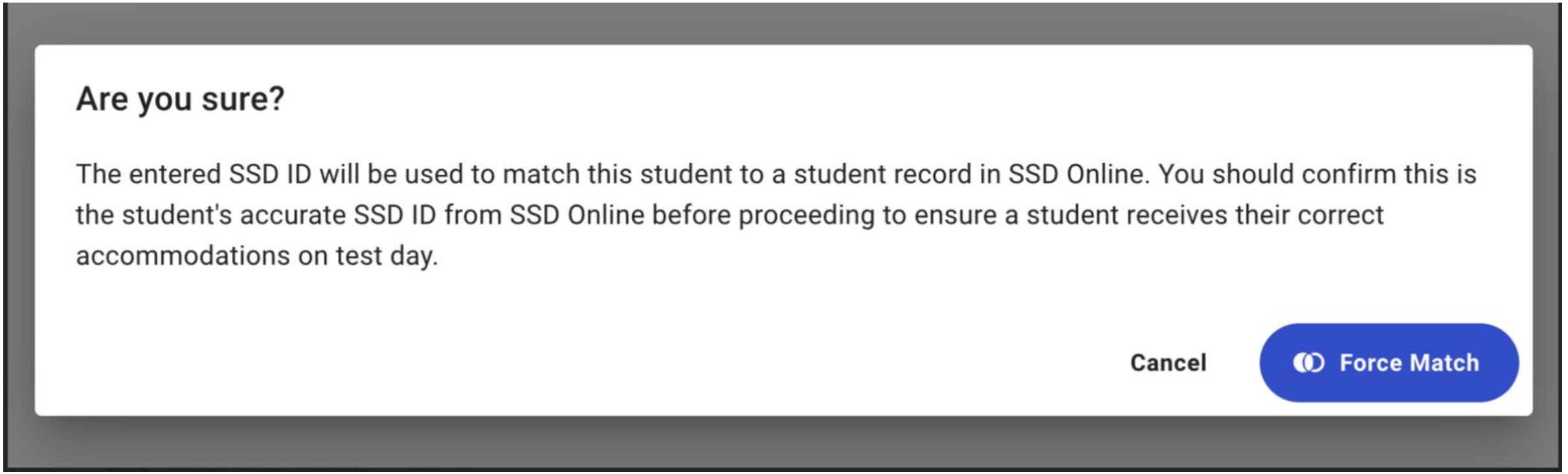
Manage Students – Force Match

If a student's SDMS registration data does not exactly match their demographic data in SSD Online, a match will not occur and that student's approved accommodations will not appear in SDMS, nor, as a consequence, in Test Day Toolkit or their exam in Bluebook.

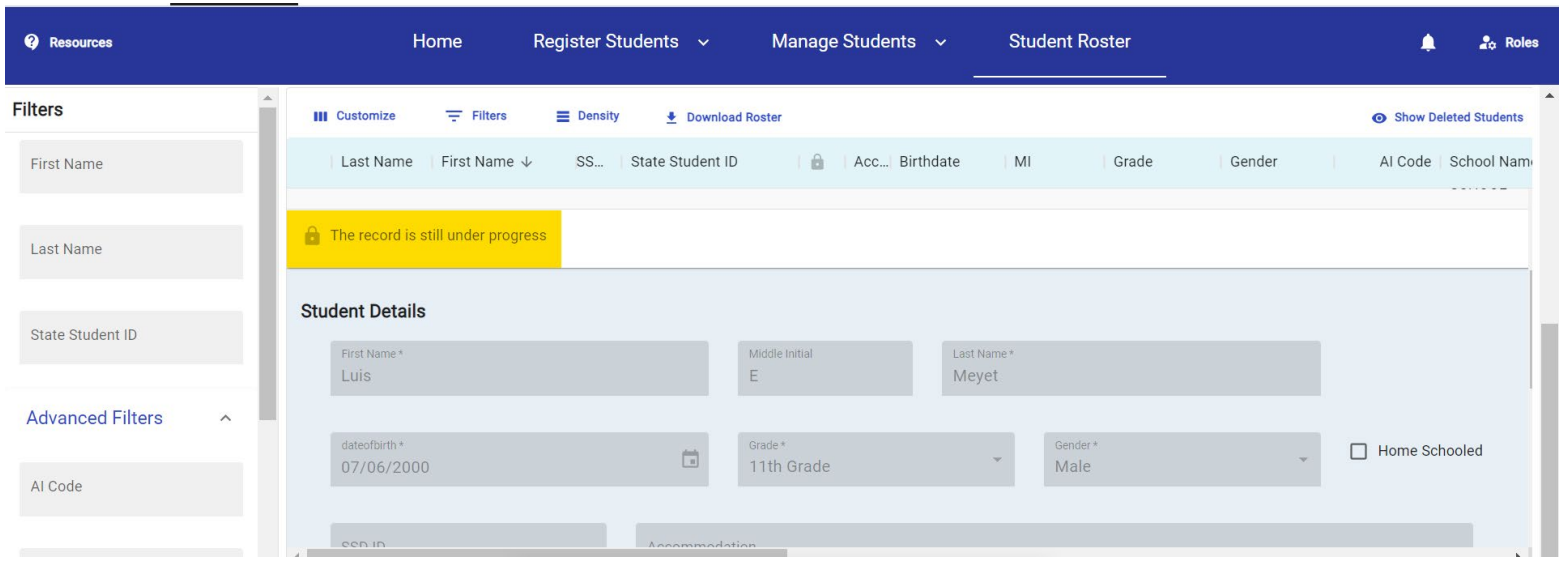
If you are certain the student in SDMS is the same student associated with a particular SSD ID in SSD Online, you may "force match" these students by entering the SSD ID from SSD Online in the SSD ID field in SDMS under that student's "student details". This will generate the confirmation prompt on the next slide to confirm.



Manage Students – Force Match (part 2)



Manage Students **Reminder** – Locked Records Cannot be Managed



For example, when a record has been recently added, this warning may appear until it is fully processed.

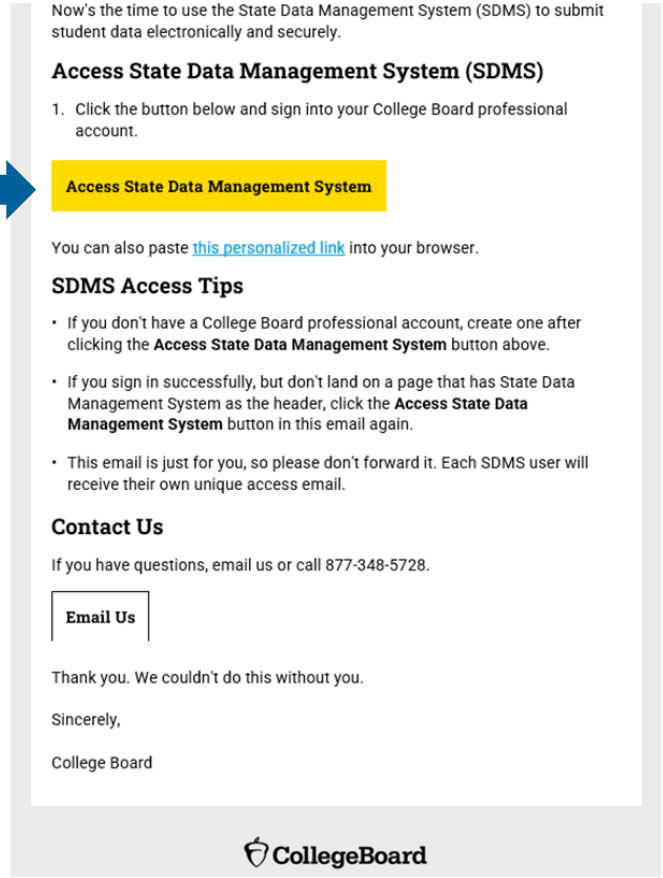
CollegeBoard

District level Access

Ohio Department of Education & Workforce

1. Step-by-Step through SDMS

1. Invitation Email & Initial User Login



Now's the time to use the State Data Management System (SDMS) to submit student data electronically and securely.

Access State Data Management System (SDMS)

1. Click the button below and sign into your College Board professional account.

Access State Data Management System

You can also paste this personalized link into your browser.

SDMS Access Tips

- If you don't have a College Board professional account, create one after clicking the **Access State Data Management System** button above.
- If you sign in successfully, but don't land on a page that has State Data Management System as the header, click the **Access State Data Management System** button in this email again.
- This email is just for you, so please don't forward it. Each SDMS user will receive their own unique access email.

Contact Us

If you have questions, email us or call 877-348-5728.

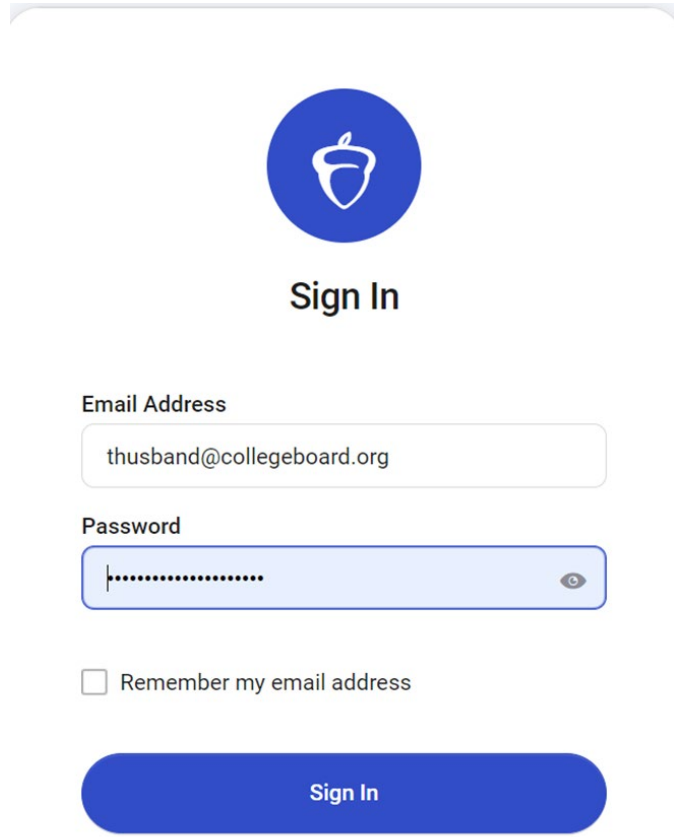
Email Us

Thank you. We couldn't do this without you.

Sincerely,

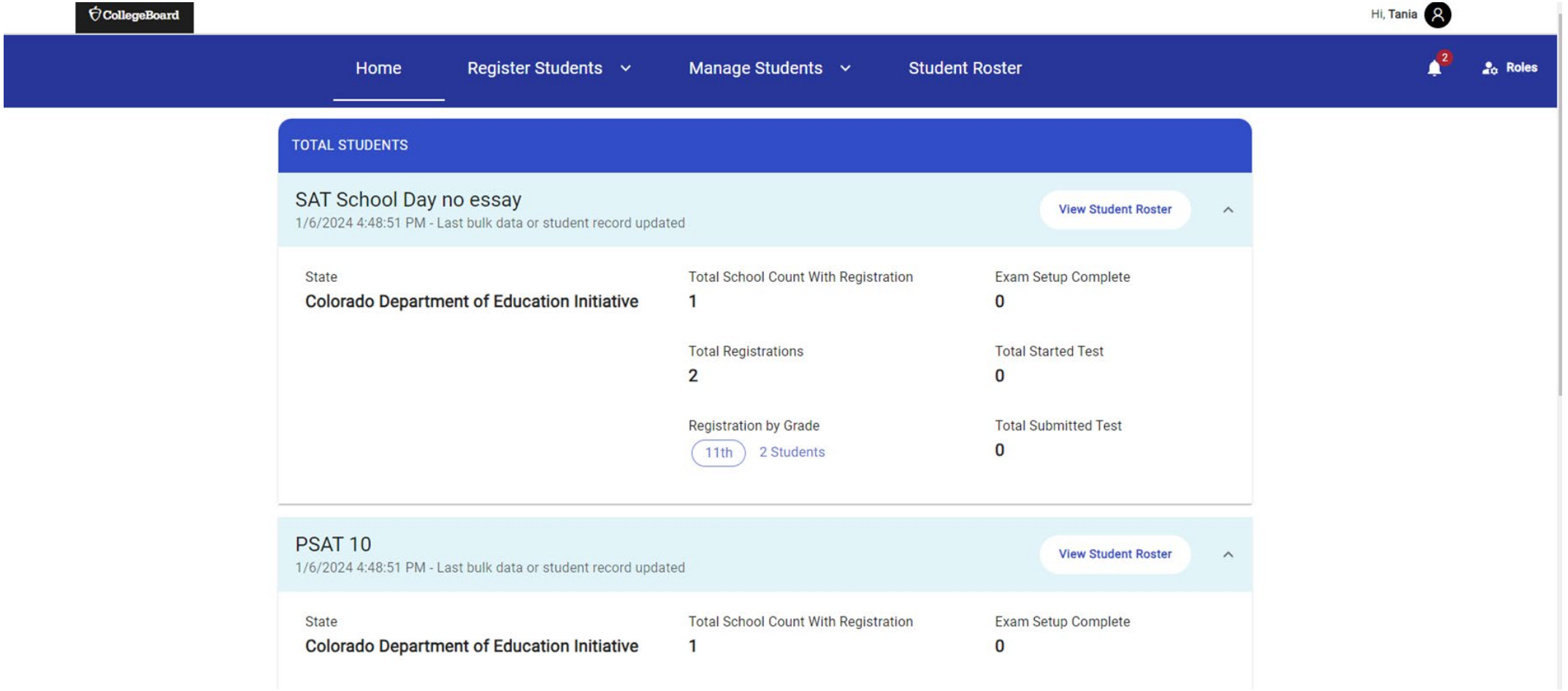
College Board

CollegeBoard



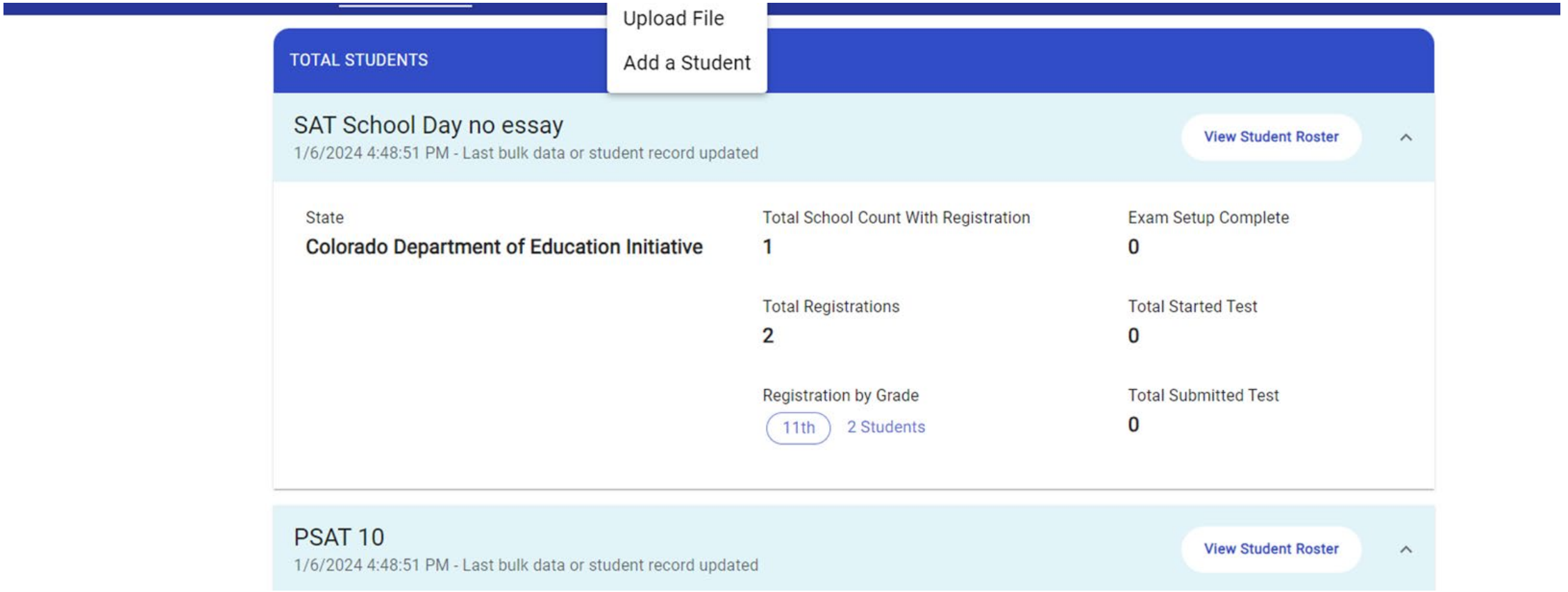
2. Step-by-Step through SDMS

2. Dashboard



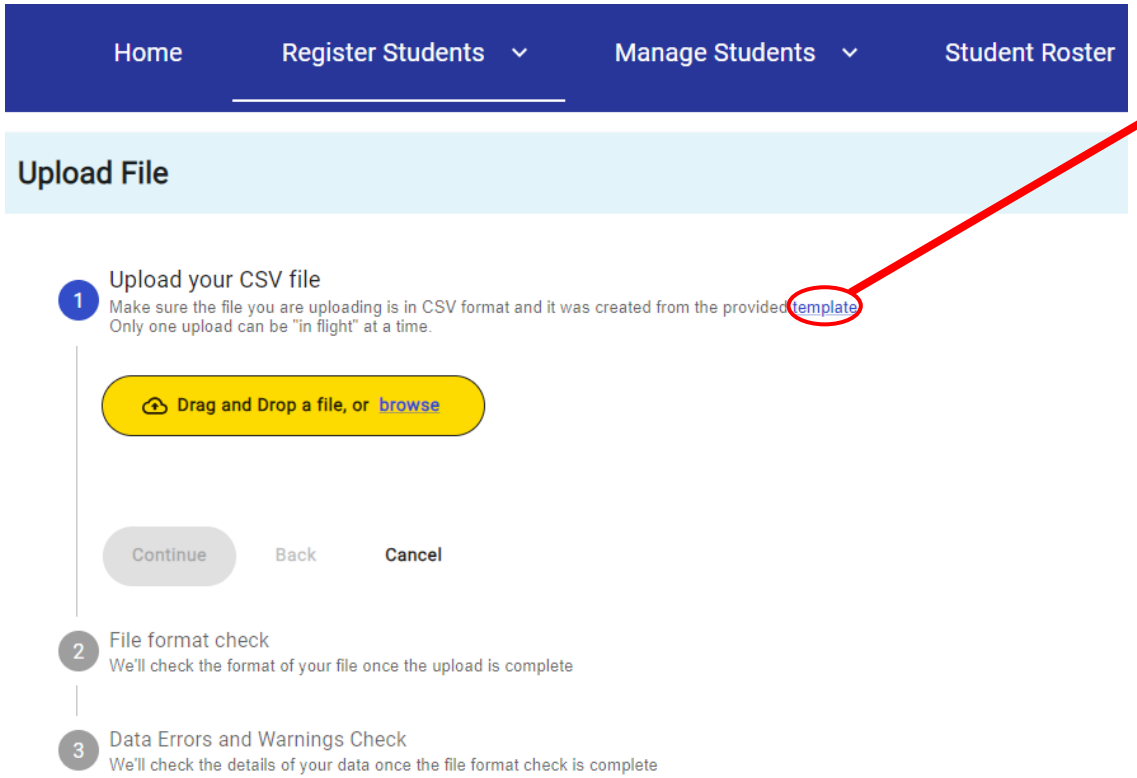
3. Step-by-Step through SDMS

3. Register Students: Bulk Upload or Individual Addition



4. Step-by-Step through SDMS

4. Bulk Upload Data File



CSV Template Provided

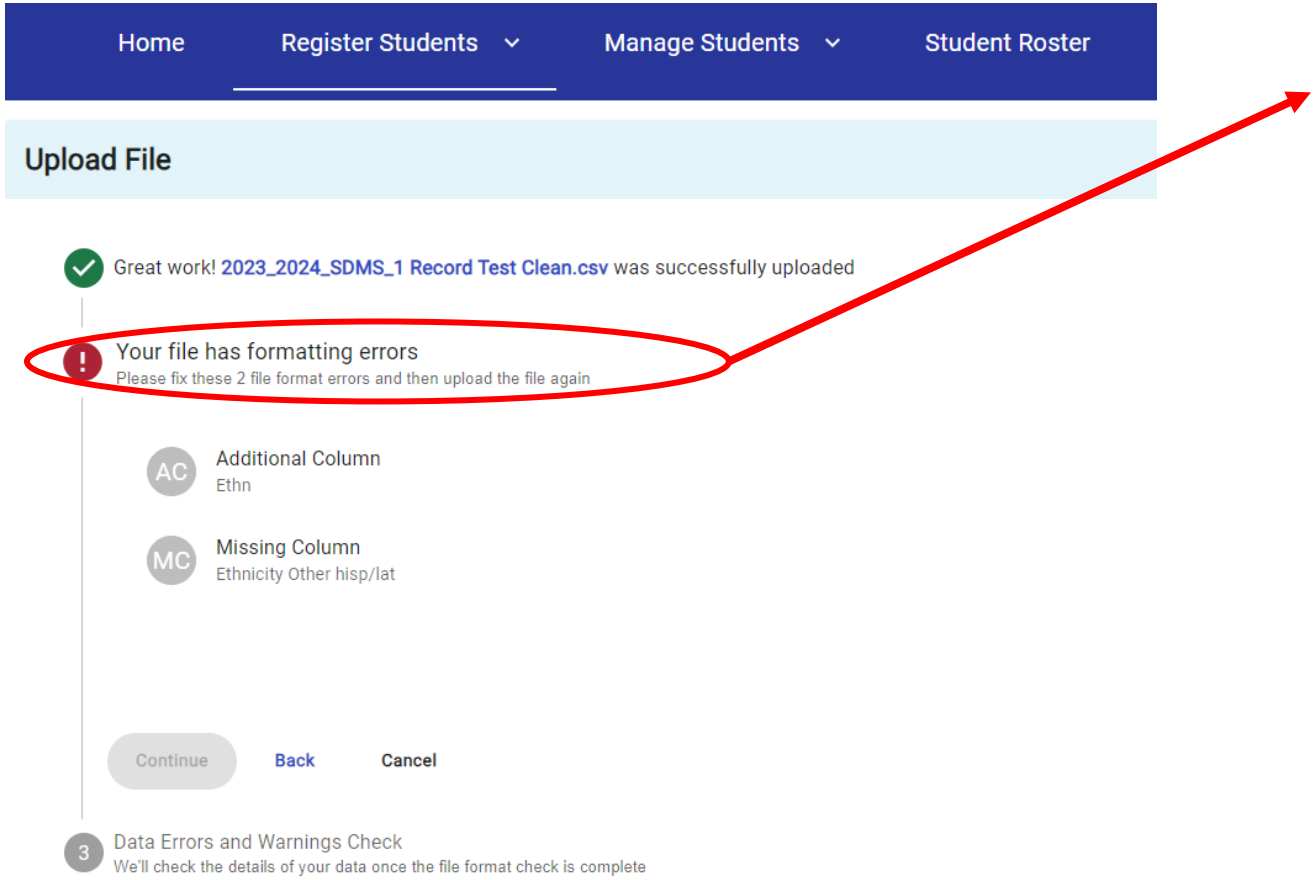
- Download and save on your computer
- Enter Student Data
- Upload as CSV File

Fields:

- Mandatory:
  - Test Indicator (i.e., which test)
  - AI Code
  - Student First Name
  - Student Last Name
  - Student Date of Birth
  - Student Grade
  - Student Gender
  - State Student ID
- Optional: Other IDs, Demographics

5. Step-by-Step through SDMS

5. Correct any formatting errors



It is easy to avoid this error: use the CSV template provided.

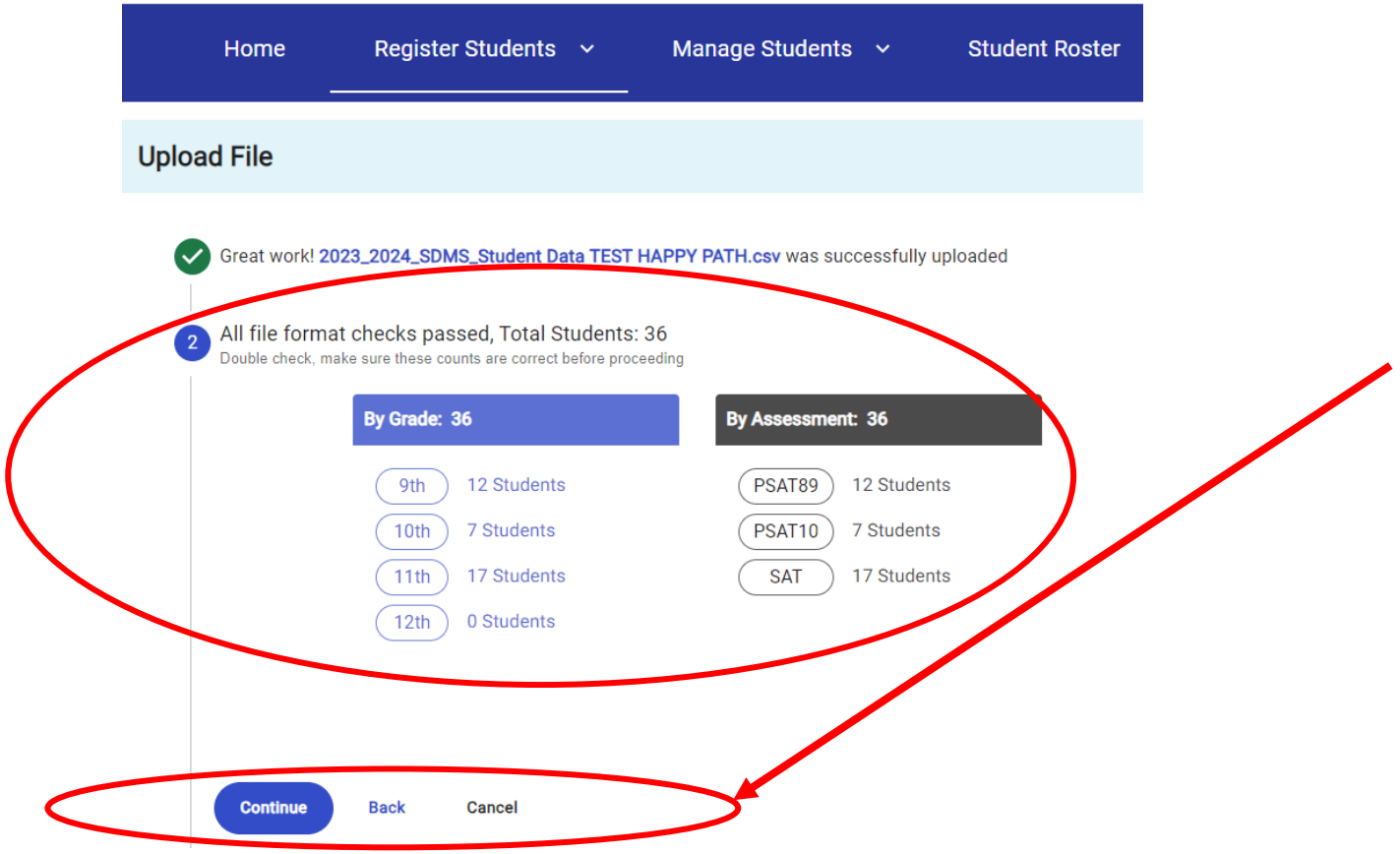
- Download and save on your computer
- Enter Student Data
- Upload as CSV file

Do not add, delete, move, or rename any columns.

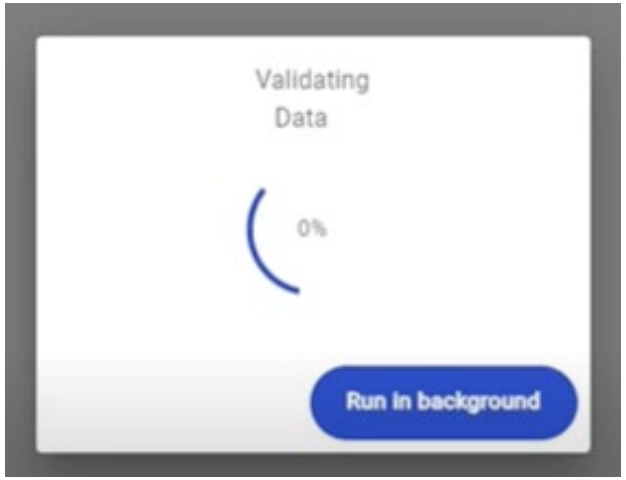
If you do receive this error, review your file, fix the formatting errors listed on the screen, click “back”, and then upload your corrected file.

6. Step-by-Step through SDMS

6. Receive confirmation there are NO formatting errors



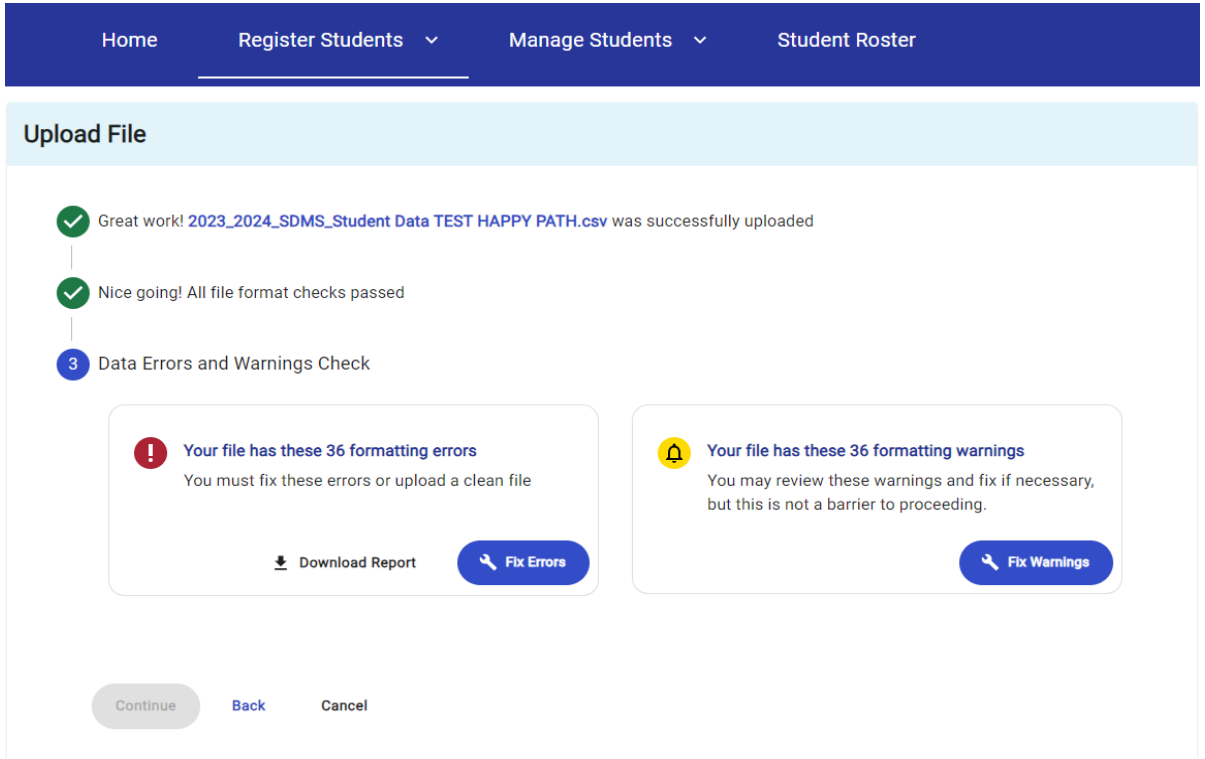
Press “Continue” to validate your DATA.



(this may take up to 24 hours)

7. Step-by-Step through SDMS

7. Review any data warnings and errors



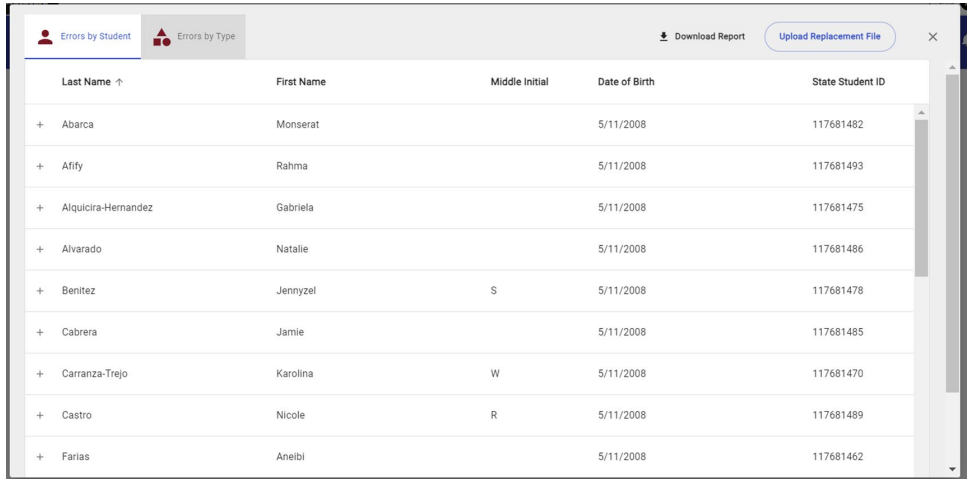
Warnings: review and fix if necessary, but not a barrier to submitting registration

Errors: must be fixed to submit registration. Two methods:

- Download error report, correct your CSV data file, click “back” to then upload your corrected file and proceed again through format and data validation
- Click the blue button with the wrench that says “Fix Errors” and correct them directly within SDMS (next slide)

8. Step-by-Step through SDMS

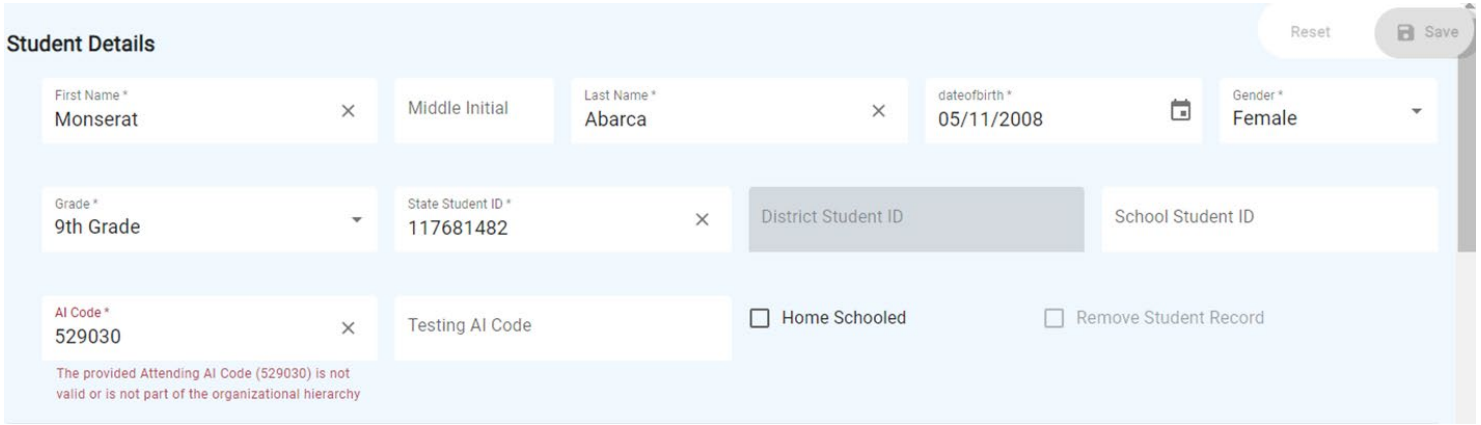
8. Correcting data errors in SDMS directly



A. **Sort**: Click whether you want your errors sorted by student or type of error

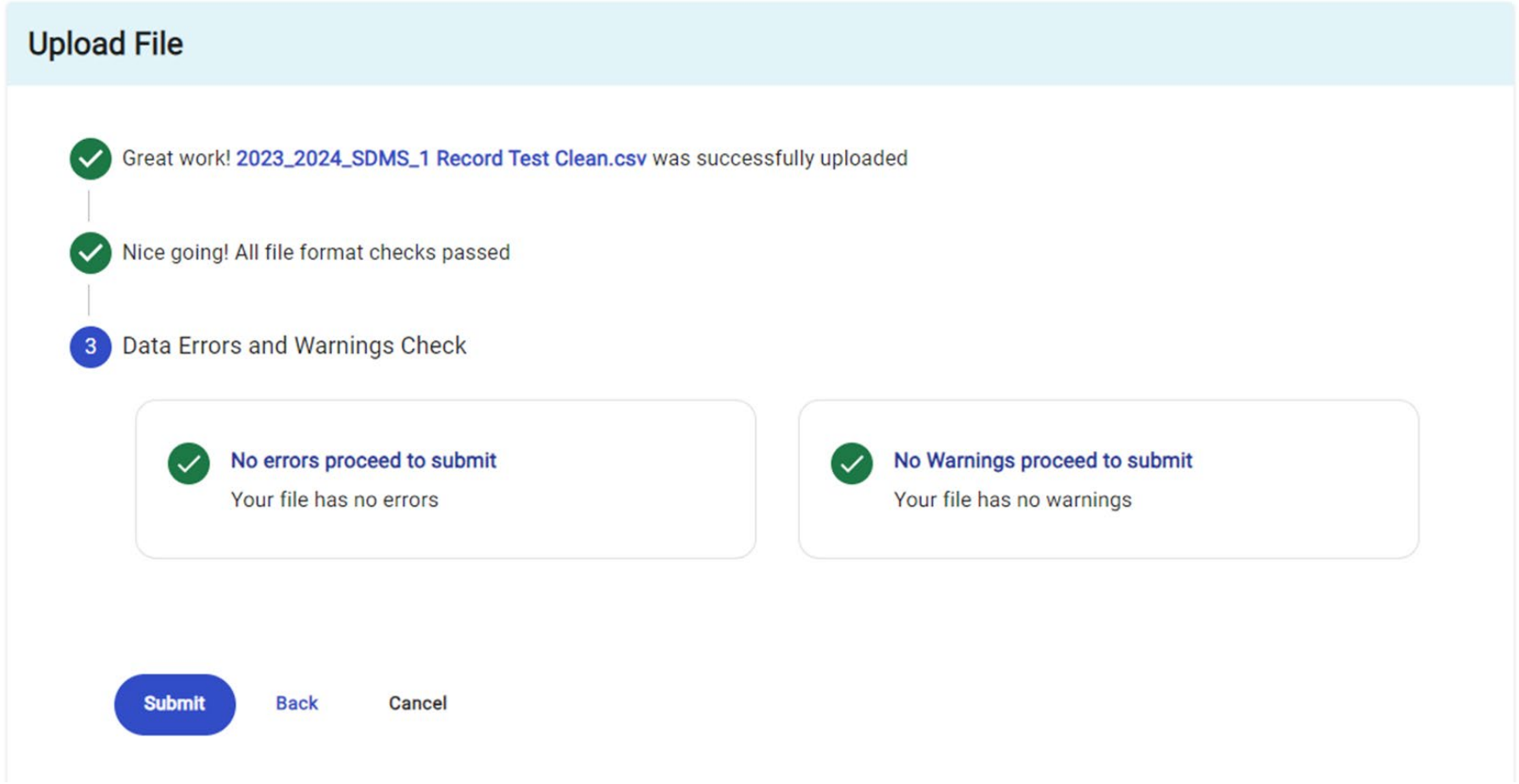
B. **Click on any listed record**

C. **Student details** will show and explain the error that must be fixed



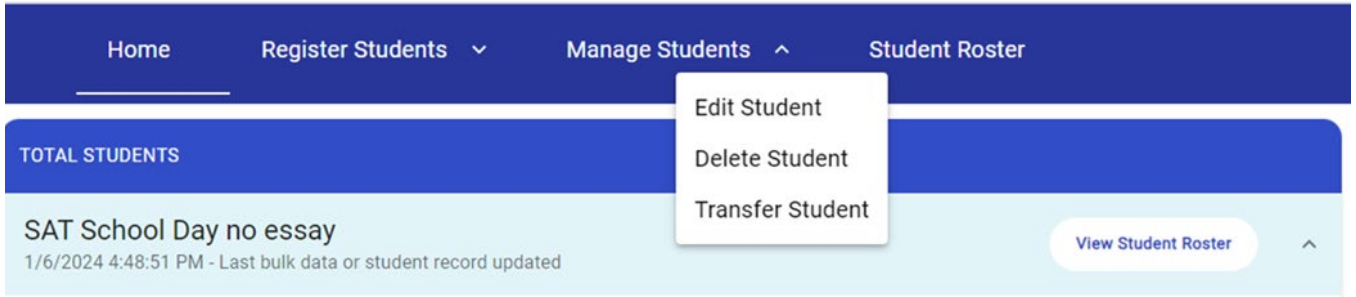
9. Step-by-Step through SDMS

9. Submit



10. Step-by-Step through SDMS

10. From Initial Upload to 3 Days Before Testing:
    Review and repeat uploads and/or revise registrations in SDMS as necessary



Schools may change student registrations up to three days before testing to allow for their test package to be generated for them in **Bluebook** and appear for proctors in **Test Day Toolkit**.

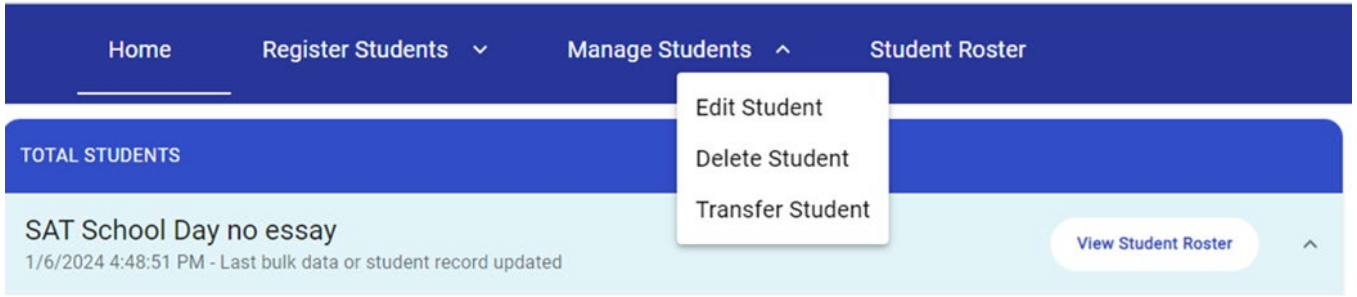
District-Level may either:

- Upload either just the “deltas” (students designated for addition, deletion, or revision) or an entire complete registration file (last submission controls).

- Select “Manage Students” on the masthead in SDMS (pictured above) and follow the prompts to make individual changes directly in SDMS. This method will be common for waiving accommodations. The following slides will show “Manage Students” in more detail. (schools can add or delete students individually but should do so only at the direction of the district).

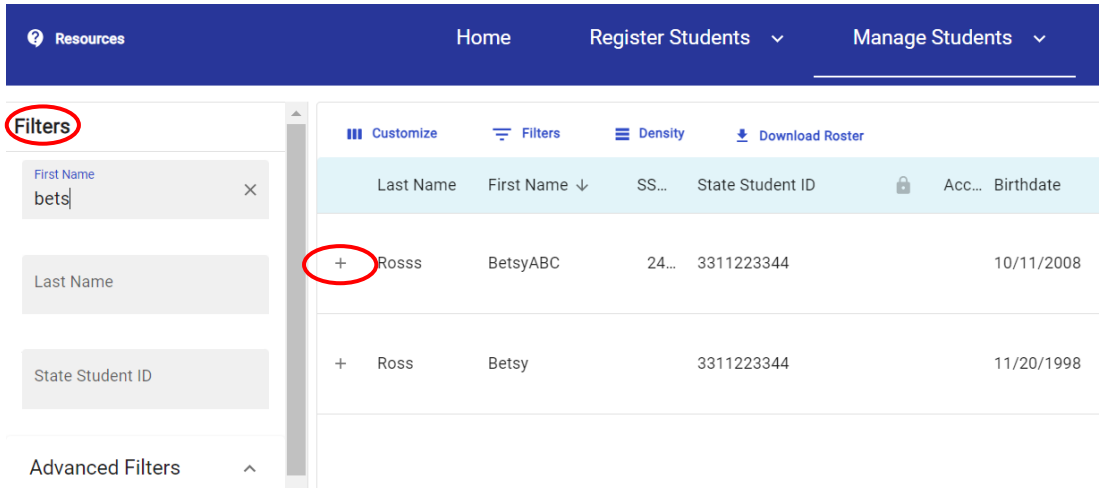
Manage Students: Accessing the Record

A. Click Manage Student



B. Select as appropriate:
   1) Edit Student – waive accommodations, edit other fields in student record, as permitted
   2) Delete Student – student will no longer test in their original registered district, as permitted
   3) Transfer Student (**DTC Only**) – student remains in the district, but at different school

C. Use the filters at left to search for the student (name or SSID), then click the “+” sign next to their name

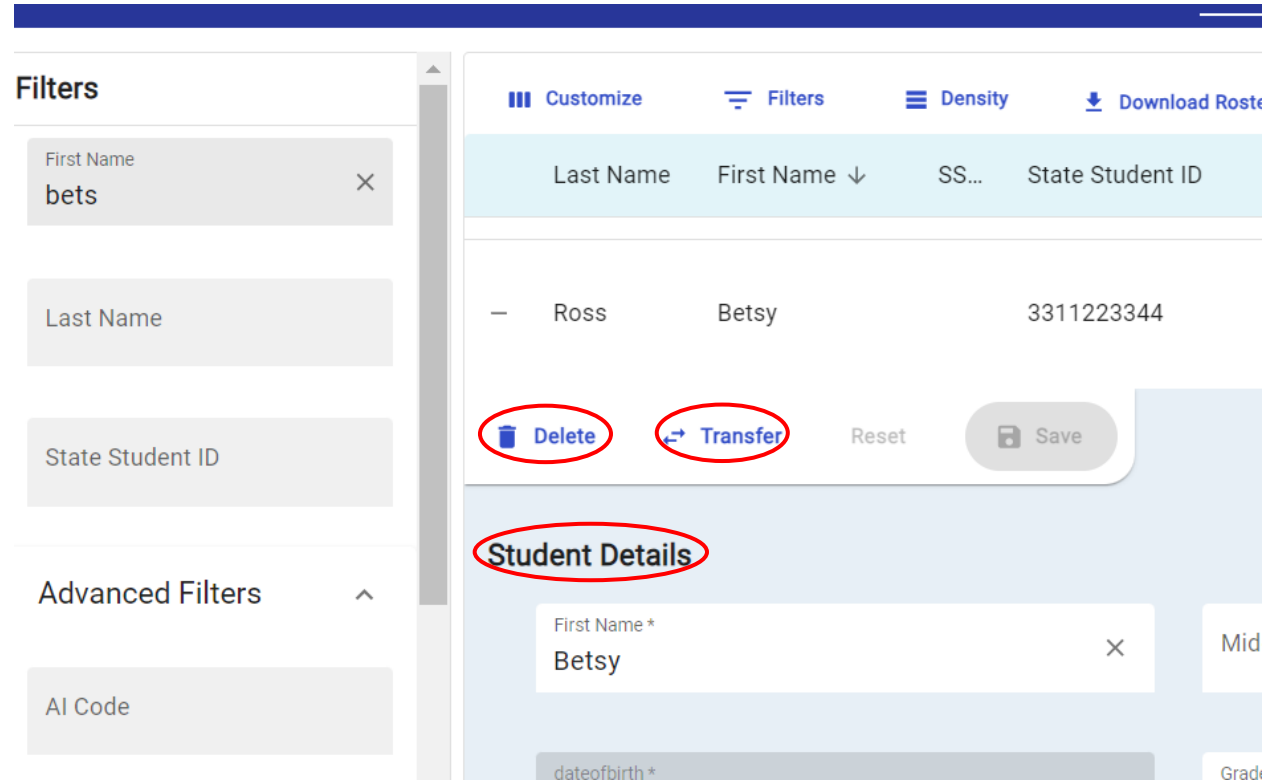


Manage Students: Available Functions

Click “**Delete**” and confirm to delete (no further steps to discuss)

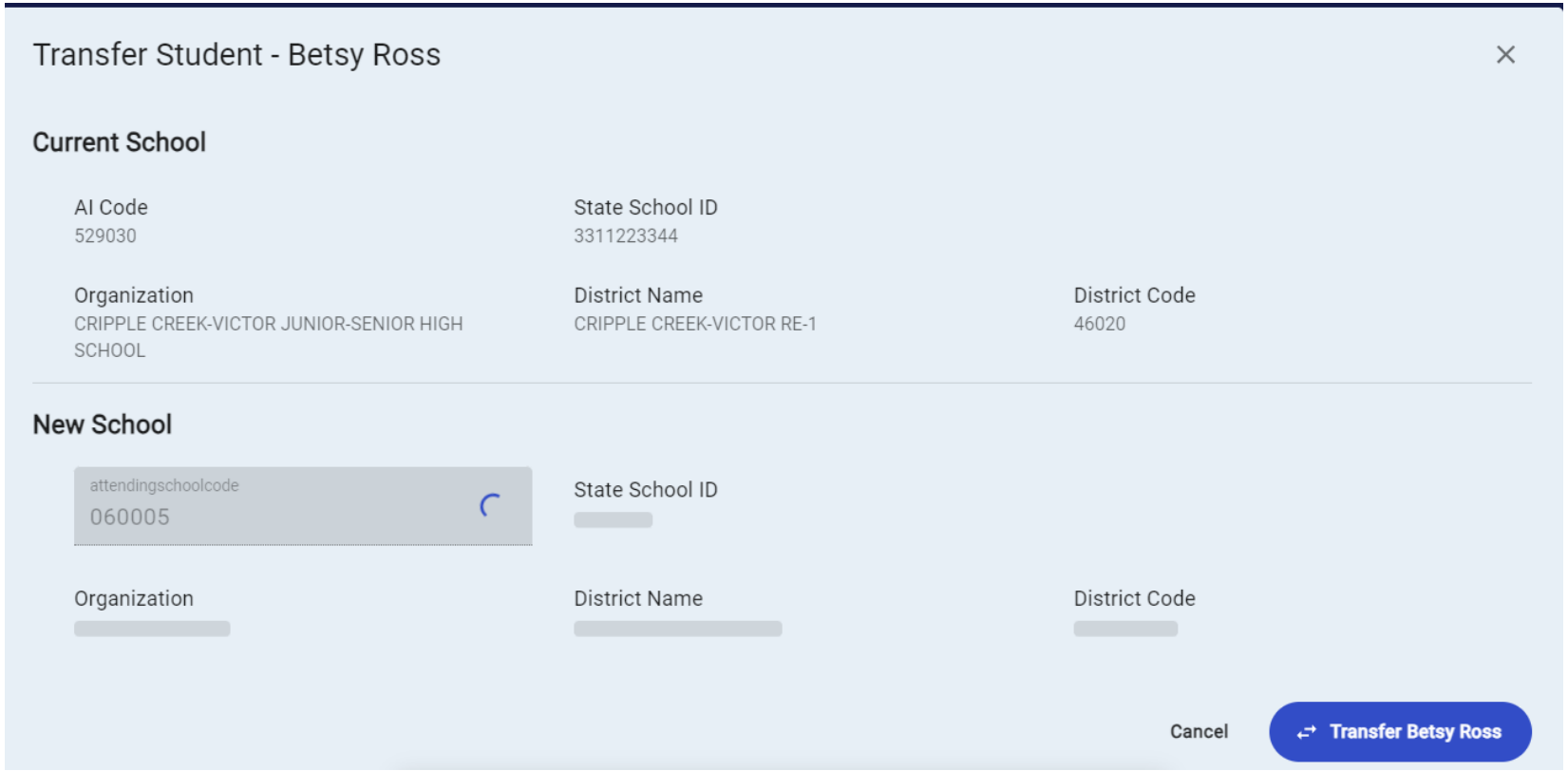
District Assessment Coordinators **only** can select “**Transfer**” and follow steps on next slides to transfer student within district

Scroll down to **edit** fields in student details, including to see and **waive** any listed accommodations or **force match** a student’s registration with their SSD ID (discussed after slides showing transfer function)



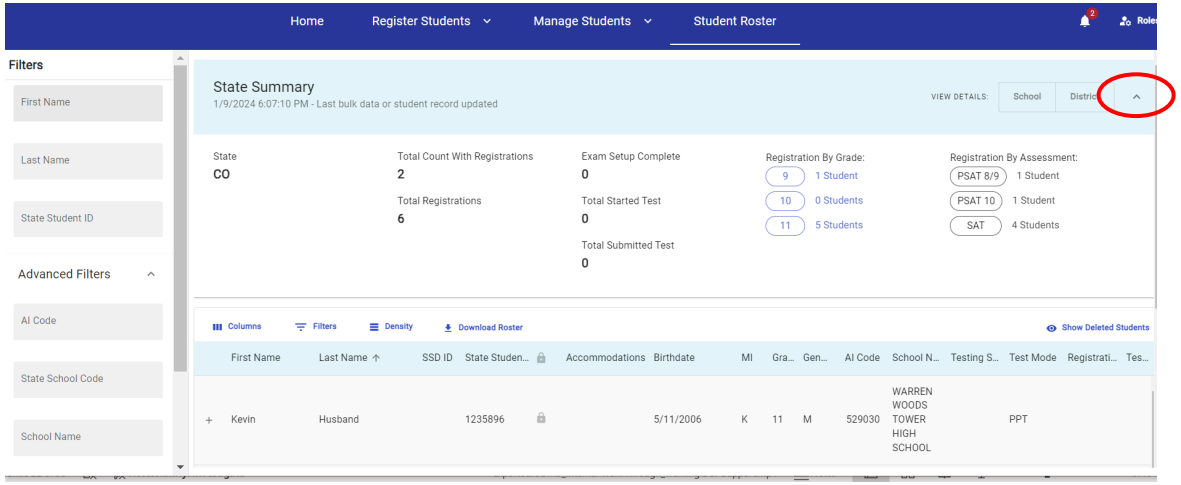
Manage Students: Transfer Students

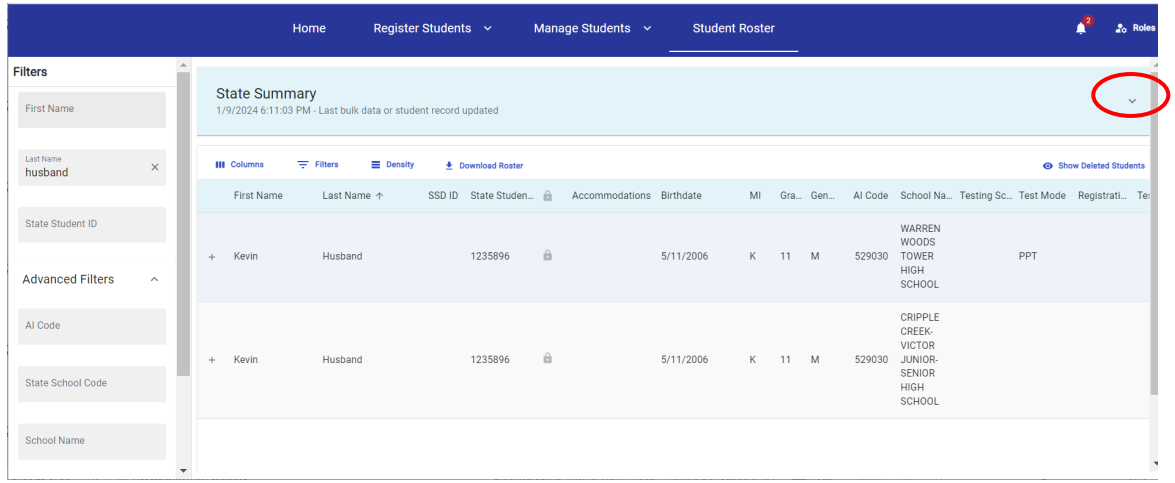
Complete the “New School” fields, and click the blue button bottom right.



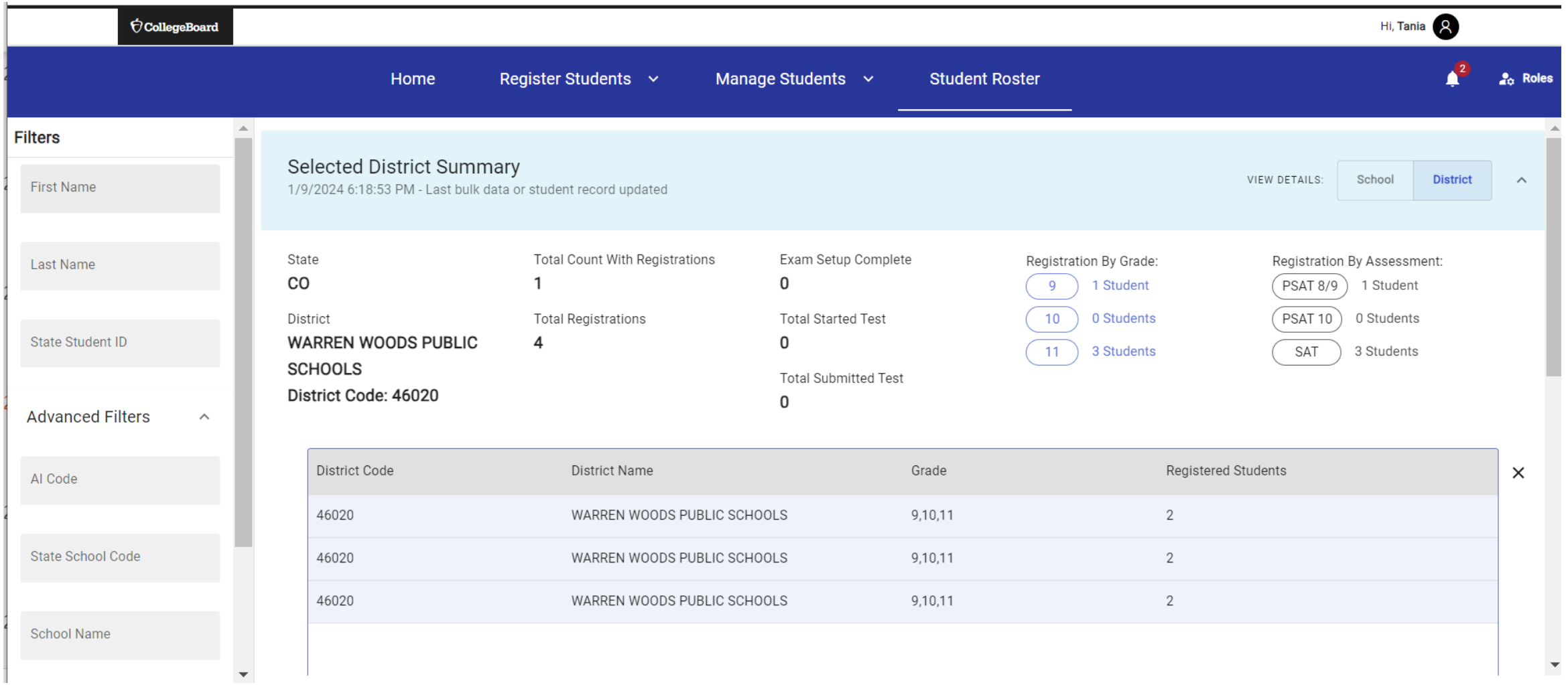
Adjust Your View: Expand or Collapse Summary

Note: What appears in your summary depends on whether viewing as state, district, or school, as does your ability to filter what you see: all districts in state, all schools within district, all students within a school



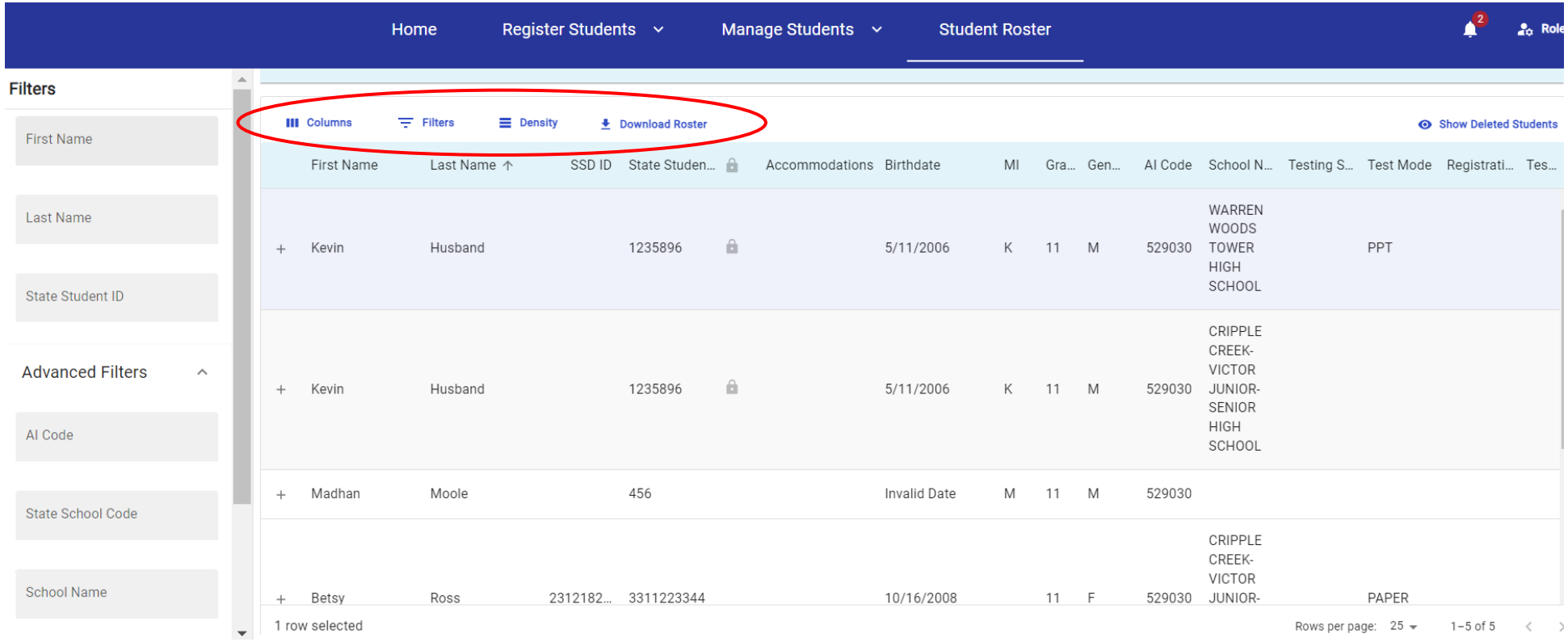


View Student Roster – District Filter

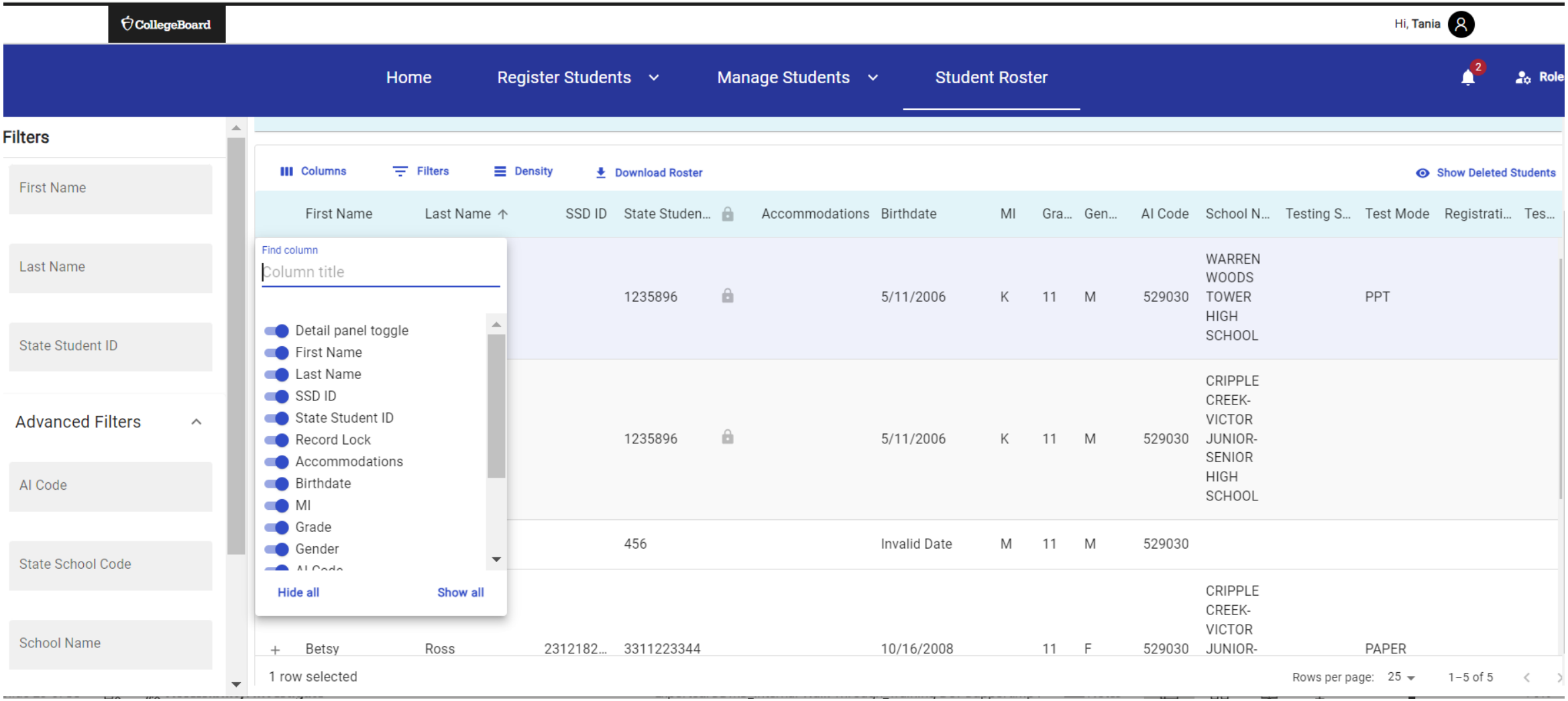


View Student Roster – Student Details

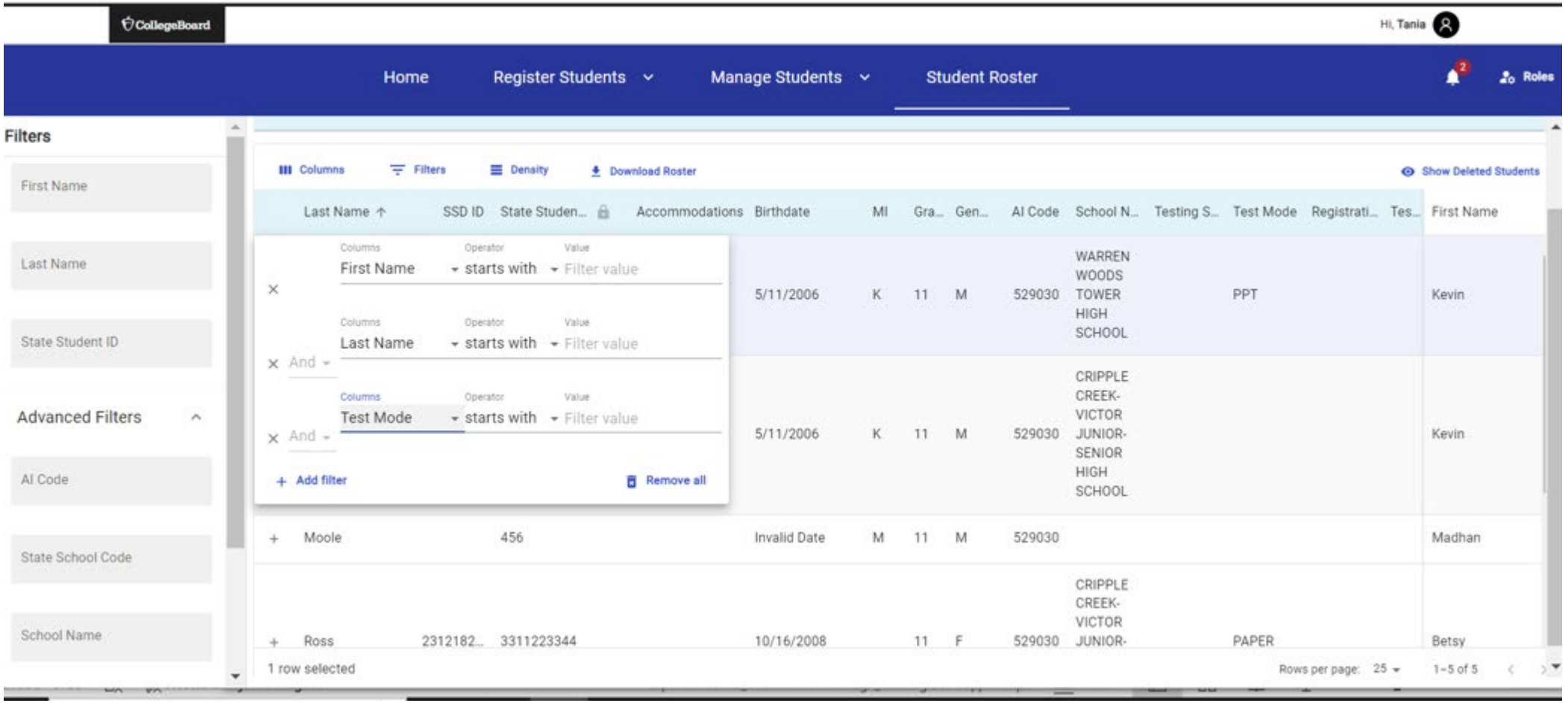
The student roster view – in addition to providing the option to download that roster – provides the most options to adjust what columns you see, apply filters, and manage the density of information on the screen.



View Student Roster – Manage Columns in View

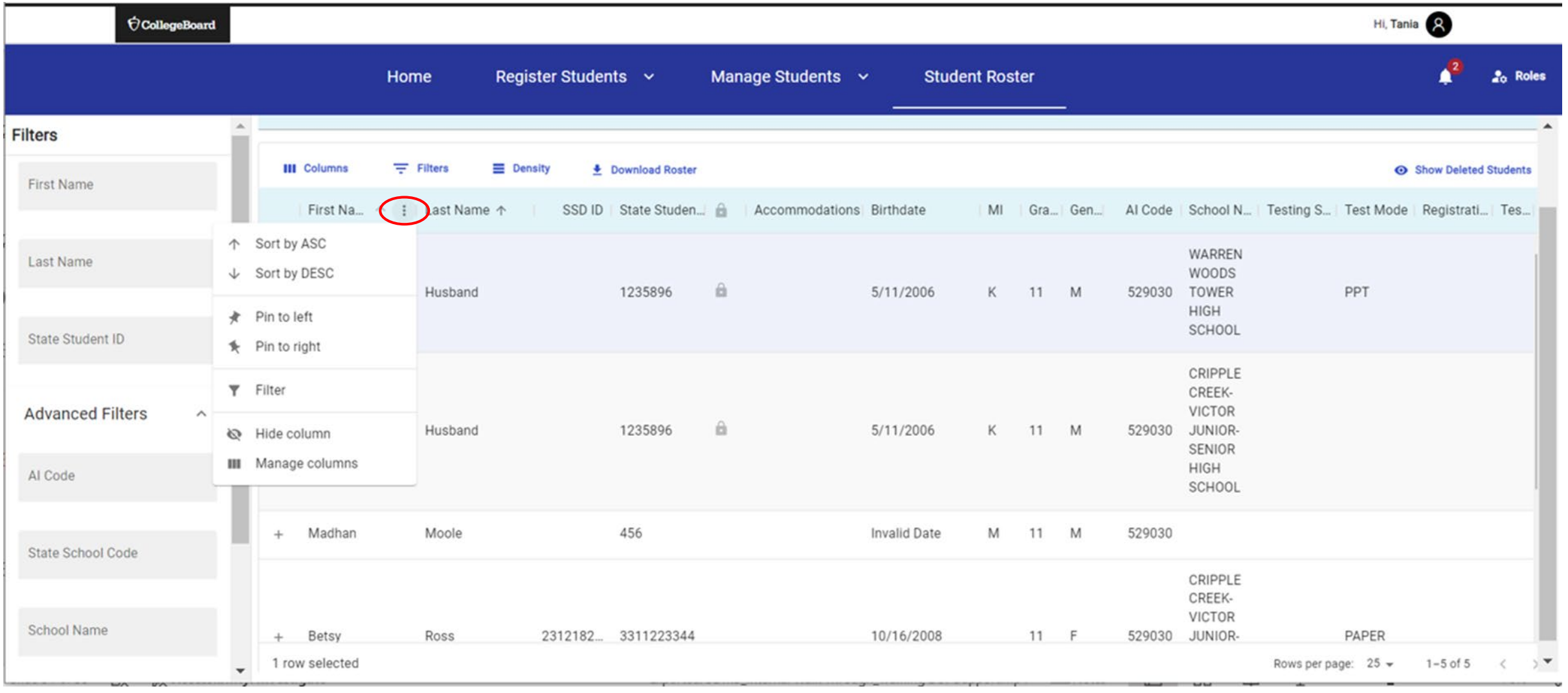


View Online Registration Roster – Multi-Faceted Filters

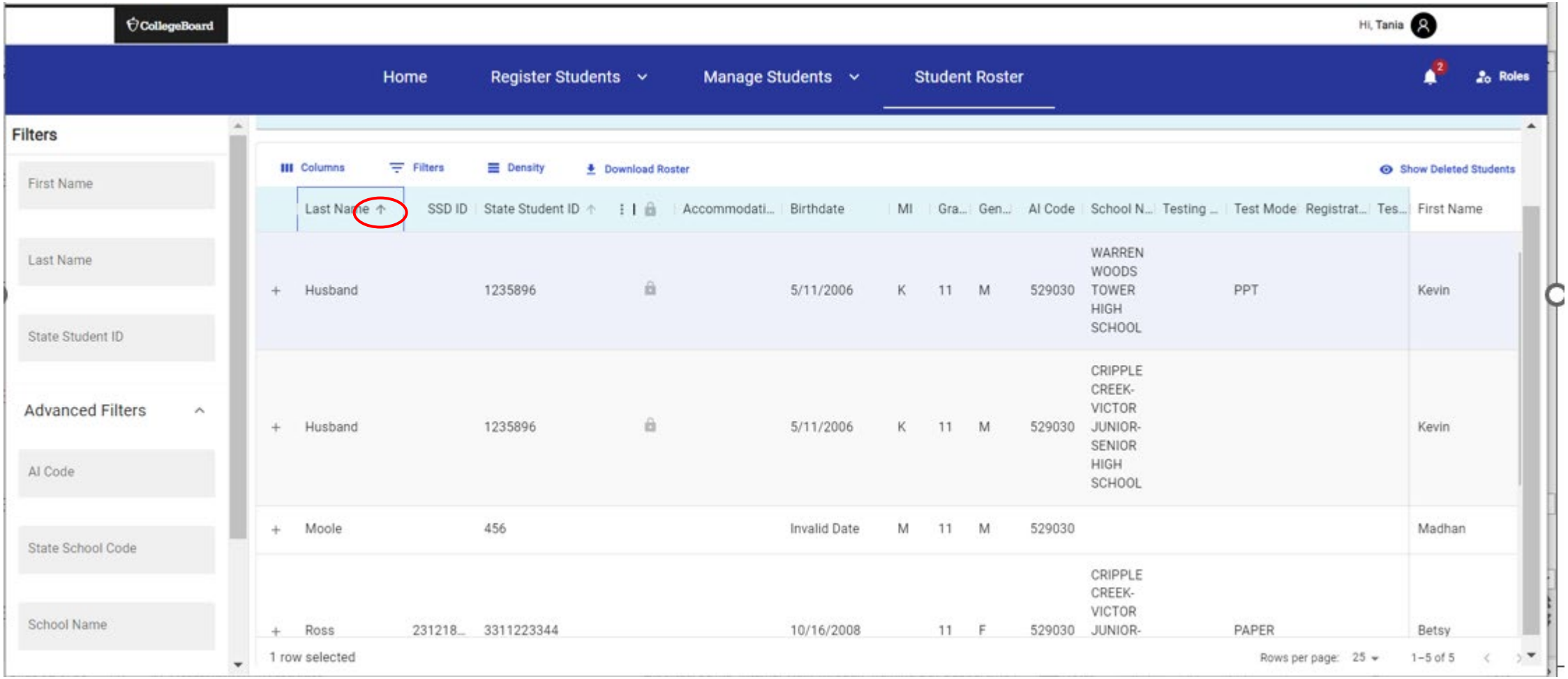


Screens are mockups, final views may vary

View Student Roster – Field Level Menu Options

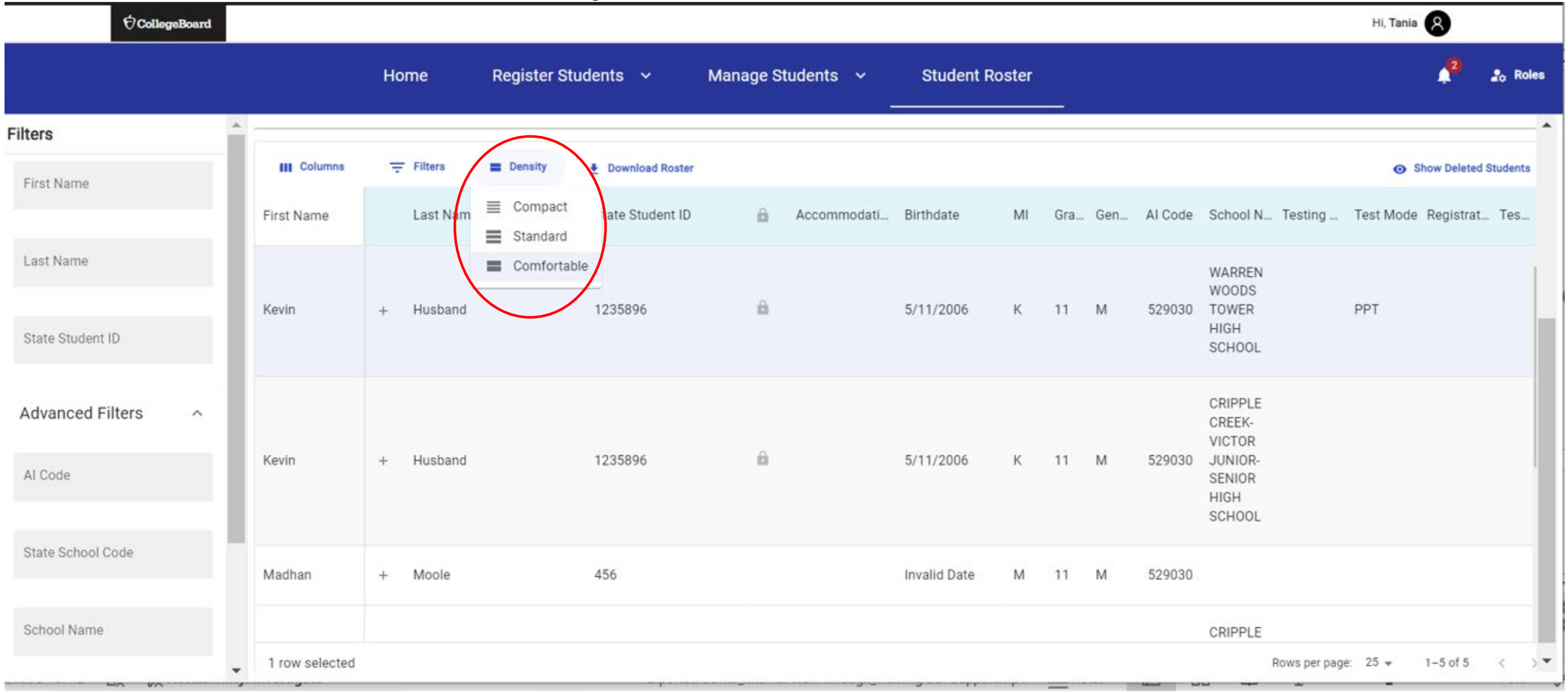


View Student Roster – Sort



Screens are mockups, final views may vary

View Student Roster – Density



Screens are mockups, final views may vary

Resources

For assistance, reach out to us.

STATE SAT/EXAM Customer Support
(866-609-2205)

STATE Email Support
OHSAT@collegeboard.org

CollegeBoard

Questions & Answers

Ohio Department of Education & Workforce

Thank you!

CollegeBoard